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REPLY TO
ATTENTION OF:

**DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
FORT GORDON, GEORGIA 30905-5491**



ATZH-LCA (310-2d)

12 July 2006

MEMORANDUM FOR Regimental Noncommissioned Officer Academy

SUBJECT: Policy Memorandum #9 – Awards Policy

1. This policy letter applies to all military personnel and civilian personnel assigned or attached to the Regimental Noncommissioned Officer Academy (RNCOA). The purpose of this memorandum is to provide guidance for recommending personnel for individual decorations and certificates.
2. Military decorations will be awarded to personnel in recognition of heroism, meritorious achievement, or meritorious service. Any individual having personal knowledge of an act, achievement, or service, believed to warrant the award of a decoration, should submit a formal recommendation through the chain of command.
 - a. A decoration will not be awarded to any individual whose entire service subsequent to the time of the distinguished act, achievement, or service has not been honorable. Honorable service will be based on such honest and faithful service as in accordance with the standards of conduct, courage, and duty required; by law and customs of the service; and for a member of the grade to whom the standard is applicable.
 - b. Individuals for whom favorable personnel actions have been suspended will not be recommended to receive awards during the time of suspension. Exceptions are listed in AR 600-8-22.
3. In peacetime, military decorations recognize achievements that have significantly contributed to the readiness or effectiveness of the unit or have made a notable contribution to the morale or esprit de corps of units. Exceptional command or leadership of a section, branch, or similar element may be considered meritorious achievement or service. Recommendations for awards will be based on specific achievements.
 - a. An individual is not automatically entitled to an award or a specific type of an award upon permanent change of station (PCS).
 - b. Recommendations for awards will reflect both the individual's level of responsibility and manner of performance. The degree to which an individual's achievement or service enhanced the readiness or effectiveness of their organization will be the predominant factor.

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c. Only one decoration will be awarded to an individual for the same act, achievement, or period of meritorious service. AR 600-8-22 prohibits duplication of awards.

d. An award of a decoration in recognition of a single act of heroism or meritorious achievement does not preclude an award for meritorious service at the termination of an assignment. Recommendations for awards for meritorious service will not refer to acts of heroism or meritorious achievements that have been previously recognized by decorations. Continuation of the same or similar type service already recognized by an award for meritorious service will not be the basis for a second award.

4. Processing Time. Awards must be timely because of their effect upon personnel actions. Late submissions of recommendation will be avoided, however, *recommendations* will not be returned without action or disapproved based on lateness. Delays should not be an excuse for not recommending an award. Awards will be forwarded to the RNCOA S1 no later 90 days from the recommended presentation date. A letter of lateness signed by the Branch Chief citing specific reasons for delay are required for all recommendations that are not within specified guidance.

5. Retirement Awards. Individuals approaching retirement will be considered for an appropriate decoration based upon their grade, years of service, degree of responsibility, and manner of performance. The award period will be limited to the last 10 years of service. All personnel retiring will stand in the post level retirement ceremony to receive their award. The individual's Branch Chief will schedule through the RNCOA S1 the retirement ceremony for the individual to stand in. Exceptions will be approved by the RNCOA Commandant only.

6. PCS/Achievement Awards. Individuals recommended for a PCS or achievement award will receive their award in a scheduled RNCOA awards ceremony. Branch Chiefs are responsible for ensuring the individual is present at the awards ceremony to receive their award.

7. Civilian Awards and Recognition. Civilian personnel will be considered for an appropriate award or recognition based upon their grade, years of service, degree of responsibility, and manner of performance. All awards will be processed through the RNCOA Commandant and follow the guidelines outlined in the Ft Gordon award processing policy found at <http://www.gordon.army.mil/dhr/awards/processingawds.htm>.

8. Certificate of Achievement. The certificate of achievement is available for presentation to deserving military and civilian personnel for individual acts of achievement justifying recognition, but not qualifying for higher awards. Certificates will be awarded but not limited to the following achievements:

a. Selection as Distinguished Honor Graduate/Honor Graduate of academic courses for both permanent party and students.

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- b. Selection as Soldier of the Month, Noncommissioned Officer of the Quarter, Instructor of the Quarter.
 - c. Scoring 270 points or above, with a minimum of 90 points in each event. The Soldier will also receive the APFT Patch.
 - d. The student scoring above 300 and above utilizing the extended scale will be recognized as “The Iron Sergeant” and be awarded a certificate of achievement and an Iron Sergeant plaque.
 - e. Recognition of other special achievements by academy personnel, or personnel outside of the unit who provide special assistance to the Academy.
9. Coin of Excellence. The RNCOA Commandant’s “Coin of Excellence” will be presented to personnel that have demonstrated excellence and deserve recognition. Branch Chiefs can recommend personnel to receive the coin. Students that graduate as Honor Graduate will receive a coin at their graduation ceremony.



JOHN L. MURRAY
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Commandant

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